



UNITED STATES AIR FORCE AUXILIARY  
CIVIL AIR PATROL  
ESCONDIDO CADET SQUADRON 714



## *New Member Information*

### **\*\* READ THIS DOCUMENT FIRST \*\***

Congratulations on taking the leap and becoming a cadet in our squadron! You are well on your way to a successful cadet career in the all volunteer auxiliary of the United States Air Force. Being a part of such an outstanding organization means working to maintain required standards set by Civil Air Patrol and the United States Air Force. That is the purpose of this packet. In the following paragraphs, you will be instructed on how to complete the initial training required of all new Civil Air Patrol members.

You will soon begin training in the squadron's Cadet Basic Training (CBT) program. This is a rigorous 5-week course of instruction that takes place during regular weekly meetings. You will be guided and instructed by experienced training staff who will teach you the basic skills and knowledge required to be a successful cadet in the Civil Air Patrol. You will be required to have proper note taking material (notebook, pencil, paper, etc) with you at all meetings. Once you receive your CAP ID card in the mail, you will be required to have that on your person at all times while in uniform.

During this 5-week period, perfect attendance is absolutely mandatory. The knowledge you will acquire in this time will be put to use when you test for your first promotion, earn the Gen. J.F. Curry Achievement, and advance to the grade of Cadet Airman. If you miss too much of this training, you may need to start over during the next CBT cycle.

From this point forward, it is your responsibility to remember what is required of you for future meetings and activities. This includes regularly checking the squadron website (which can be found on the following page) and making sure of times, dates, required materials, what uniform needs to be worn, etc. Remember that it is the individual effort of each cadet which makes your personal goals and the success of the squadron a reality.

Welcome to our team and good luck!



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CIVIL AIR PATROL  
ESCONDIDO CADET SQUADRON 714**



Being a Cadet in Civil Air Patrol means making a few commitments. It does not mean that you have to give up being in other organizations, activities and sports. We understand that many students are active in several different activities and lead busy lives. However, we do expect certain minimum standards from our Cadets.

- **Meeting Attendance:** We expect Cadets to attend weekly CAP meetings. However, school work always comes first. In addition, we also know that sometimes sports events and other extracurricular activities can overlap with CAP. Cadets may also occasionally be sick or go on vacation. We only ask that you notify your superior cadet in advance when you cannot make it.

- **Promotions & Progression:** Cadets study their leadership and aerospace textbooks on their own time, and take tests to promote when they are ready – not on a prescribed schedule. Each cadet will progress at his or her own pace within the program. However, cadets are expected to complete at least 2 achievements per year.

- **Uniform Care:** Wearing the uniforms of the United States Air Force is a privilege, not a right. Therefore, it is essential that you learn to properly assemble, maintain, and wear your uniforms. Instruction on uniform wear and where to purchase uniforms will be forthcoming.

- **Tobacco, Drugs & Alcohol:** Civil Air Patrol has *zero tolerance* for cadets who use or possess tobacco, illegal drugs and/or alcohol. You should choose not to participate in CAP if you use any of these substances. They are not permitted at any Cadet activity.

- **Professional Conduct:** Remember, that we, as CAP members, wear a uniform which is nearly identical to the uniform worn by Air Force personnel. Cadets represent not only Civil Air Patrol, but the U.S. Air Force. All members must act in a professional and respectful manner.

- **Completing your Initial Training:** The initial 5 weeks of attendance in the Cadet program is your Cadet Basic Training (CBT). *This is a critical time of learning, and all members of the training flight need to be at nearly the same level of training. Therefore, it is very important that you attend all of the meetings during this time.* Cadets who miss multiple meetings during the Cadet Basic Training period may be delayed in completing the first achievement and promotion to Cadet Airman.



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CIVIL AIR PATROL  
ESCONDIDO CADET SQUADRON 714**



Due to Civil Air Patrol being an all-volunteer organization, a majority of the future training you will participate in is online. You will be required to access both national-level and squadron-level websites. The most common of these being:

[www.capnhq.gov](http://www.capnhq.gov)

**Civil Air Patrol eServices Website**

<http://sq714.cawg.cap.gov>

**Escondido Cadet Squadron 714 Website**

<http://members.gocivilairpatrol.com>

**Civil Air Patrol National Website  
(Public Members Section)**

<http://cawg.cap.gov>

**California Wing, Civil Air Patrol Website**

[www.cawgcadets.org](http://www.cawgcadets.org)

**California Wing Cadet Programs Website**

Your first step will be to access CAP's *eServices website* and create an account. You will need to wait until you have your CAP ID card in your possession to do so, as you will be required to enter your 6-digit CAPID number. You will also need your full social security number (SSN). Once you gain access to the site, log in and update / verify your personal information under the "My Info" tab at the top of the page. Keeping your personal information up to date with both CAP National Headquarters and Escondido Cadet Squadron 714 is essential. If you need to change any of your contact information, you will need to inform your flight staff in addition to modifying your eServices information.

You will also need to check the squadron website for local updates on meeting information and activities. *This should be your first resource for information about the squadron.* If you cannot find information on it, contact your element leader or flight sergeant as necessary.

If you encounter any problems pertaining to online systems, please contact the squadron Information Technology NCO or Officer for help.



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CIVIL AIR PATROL  
ESCONDIDO CADET SQUADRON 714**



The following are instructions on how to complete the (1) Equal Opportunity (Non-Discrimination) training course, (2) Operational Security (OPSEC) training course, and the Aircraft Ground Handling Training. These online training courses are mandated by Civil Air Patrol National Headquarters and are required for all members of Escondido Cadet Squadron 714 regardless of rank, status, or involvement in emergency services. *Your first promotion will be delayed if the following training courses are not completed by the time you graduate from the Cadet Basic Training Program.*

***Equal Opportunity Training***

Members must select "I Agree" or "I Disagree" on the last slide of the presentation to complete the training. Members selecting "I Disagree" will be flagged for follow-up by the chain-of-command as agreement to comply with the CAP Non-Discrimination Policy is required of all members. To complete this training, please visit this website:

[https://tests.cap.af.mil/eo\\_training/index.cfm](https://tests.cap.af.mil/eo_training/index.cfm)

***Operational Security (OPSEC) Training***

Operational Security (OPSEC) training is a must for all members, as you will be restricted from accessing eServices (or any online CAP system that requires a unique username and password) without it.

<https://tests.cap.af.mil/opsec>

***Aircraft Ground Handling Training***

CAP National Headquarters has produced a very informative and interesting video regarding aircraft ground handling. Since virtually every member of the California Wing comes in contact with a CAP aircraft at some point during your time in the organization, this is mandatory training. The video is only 13 minutes and 20 seconds long and the test can be taken in less than five minutes.

Once you sign into CAP e-Services, look for the "CAP Multimedia" tab on the left side of the screen under "My Favorites". Click on the tab to bring up the "Welcome to CAP Multimedia" page. You will then select "Video Courses" tab under the "Multimedia" heading on the left side of the screen. After the page is loaded you will see a list under "Select a Video Training". Choose the video title "Aircraft Ground Handling" by using the drop-down menu under "Video Options" on the right side of the screen. Be sure to select the best means for you to view the video based upon your Internet access and computer capabilities. When the video is completed, click on the "Take Test" block under the video box. The test will come up and you will be able to complete the test and obtain a completion certificate.

<http://www.capnhq.gov>



**UNITED STATES AIR FORCE AUXILIARY  
CIVIL AIR PATROL  
ESCONDIDO CADET SQUADRON 714**



During the 5-week Cadet Basic Training program, you will wear a distinctive, alternate Cadet uniform. This uniform consists of the following:

1. Squadron t-shirt (or plain black t-shirt)
2. Pair of properly-fitting blue jeans w/ conservative-styled belt
3. Pair of conservative tennis shoes, in good condition
4. White socks
5. Black squadron baseball cap (if available)

Your jeans will be worn at the natural waist (no sagging!), and you should have your shirt tucked in. This will be your standard uniform of the day (UOD) until you graduate the Cadet Basic Training program (as well as after, if you still have not gotten your other uniforms complete).

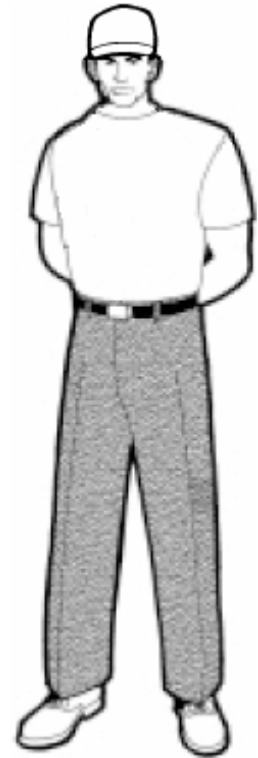
After graduation from the Cadet Basic Training Program, you will wear some of the various uniforms worn by your Active Duty, Guard, and Reserve counterparts, with distinctive insignia. The following information will provide guidance on purchasing your first set of uniforms and CAP distinctive insignia.

The three basic uniforms you will be purchasing are (1) the USAF-style blue service uniform, (2) the USAF-style battle dress uniform (BDU), and (3) the squadron-level physical training uniform (PTU).

As mentioned above, we do not expect you to buy everything at one time. You may elect to buy the various uniforms in stages to ease the financial burden. On the other hand, the sooner you are in uniform, the better.

The next few pages of this packet detail all of the required components for your uniforms. If you have any questions about purchasing uniforms, or encounter any problems along the way, your flight staff is your first resource for answers to your questions.

Lastly, all Cadets are afforded a free set of blue service uniform items (minus the shoes and insignia), courtesy of the United States Air Force. Once you receive your membership card and register on eServices, log on and find the "Cadet Uniform" link at the left-hand side of the page. It is, however, good practice to actually purchase a set of items for the blue service uniform yourself. This is due to the fact that the free uniforms from the Air Force are not always available, and can sometimes take up to 6-months to arrive. (Many activities a Cadet attends will require two or three sets of uniforms - so this is a great start!)





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CIVIL AIR PATROL  
ESCONDIDO CADET SQUADRON 714**



Wearing the uniforms of the United States Air Force is an honor, and a privilege, not a right. Because of this, CAP has strict regulation on how and when the uniform can be worn. The Civil Air Patrol Manual (CAPM) 39-1 is CAP's governing regulation for proper wear of all uniforms. This can be found online by accessing the "Forms & Publications" section of CAP's national website. You will be given specific guidance on proper wear and care of your uniforms during Cadet Basic Training. (Note: Because the regulations are not updated every time a change is made, especially with the uniform manual, there are numerous "Interim Change Letters" or ICLs that with changes that may have effected the uniforms that you wear. It is important to stay alert about changed made to these regulations. Copies of the ICLs can be found in the same section of CAP's website that houses the regulations.)

We expect you to wash, iron, and prepare your own uniforms, not *mom* or *dad*. You will also need to learn how to shine & polish your dress shoes and boots. Taking care of your uniform is only part of the personal responsibility it takes to be a Civil Air Patrol cadet.

### **Purchasing Uniforms**

The two main sources utilized by Civil Air Patrol are Vanguard Industries ([www.civilairpatrolstore.com](http://www.civilairpatrolstore.com)) and The Hock Shop ([www.thehock.com](http://www.thehock.com)). Due to Civil Air Patrol being a relatively small organization, our insignia and organization-specific uniform items are not readily available in the public-sector.

Below are lists of the required uniform items needed for complete sets of (1) the Blue Service Uniform, (2) the Battle Dress Uniform, and (3) the Physical Fitness Uniform. To ensure an easy (and less confusing) time purchasing uniforms for the first time, it is suggested that you make your initial purchase with The Hock Shop (web location can be found above). The Hock Shop, a private, member-run company, has "uniform packages" available, with which you simply select what item sizes you need. There are packages available for both the blue service uniform and the battle dress uniform.

**BLUE SERVICE UNIFORM** - CAP National Headquarters has a "Free Cadet Uniform" program set up - which affords every new cadet their first set of "blues" (minus the shoes and required insignia) for free. Ordering your free uniform can be done through eServices ([www.capnhq.gov](http://www.capnhq.gov)). Login information can be found in your "New Member Information" packet. You can do this as soon as you receive your CAP ID card, as you will need your CAPID number. While this is an outstanding opportunity, the needs of the Active Duty, Reserve and Guard members of the Air Force come before ours - and these items are not always readily available. Because it is suggested that Cadets have at least two pairs of each uniform (some activities require this), it is encouraged that you also purchase an initial set of "blues", as well.

The following page contains a complete list of items that you will need for each uniform.





**UNITED STATES AIR FORCE AUXILIARY  
CIVIL AIR PATROL  
ESCONDIDO CADET SQUADRON 714**



**BLUE SERVICE UNIFORM**

Short-sleeve Air Force blue shirt (1)

Females may wear either the short-sleeve tuck-in blouse or over-blouse with the skirt. Only the tuck-in blouse may be worn with the pants.

Dark-blue Air Force trousers (or skirt, for females) (1-pair)

Enlisted-style Air Force "flight cap" (1)

Plain, white V-neck undershirt (1)

Dark-blue Air Force dress belt (w/ polished silver buckle) (1)

Black, military-style dress shoes (not "Hi-Gloss") (1 pair)

Plain, black dress socks (1 pair)

Shirt garters (1 pair)

Blue, three-line Civil Air Patrol name-tag (w/ "LAST NAME")

Enlisted Cadet cap device (round w/ propeller)

Metal "CAP" cutout insignia (1 pair)

Metal "Cadet Airman" (1 stripe) insignia (1 pair)

Gen. J.F. Curry Achievement Ribbon w/ single ribbon holder

**BATTLE DRESS UNIFORM** - The Civil Air Patrol currently wears the traditional woodland camouflage pattern of the Battle Dress Uniform. No other style or color variation is acceptable (i.e. desert, urban, digital, etc.).



**Traditional woodland variant.**



**Round-top (Air Force-style) BDU Cap**

Below is a complete list of items you need for the battle dress uniform:

Blouse, traditional woodland-style (1)

Pants, traditional woodland-style (1 pair)

BDU cap, round-top (1)

Black squadron t-shirt (1)

Combat boots, black

Boot blousing bands (1 pair)

Branch tapes (white on ultramarine blue) w/ "CIVIL AIR PATROL"

Name tapes (white on ultramarine blue) w/ "LAST NAME"

California Wing patch, (1)

Reverse American Flag patch (full color w/ gold braid surround) (1)

Metal "CAP" cutout insignia (1 pair)

Metal "Cadet Airman" (1 stripe) insignia (1 pair)

**PHYSICAL TRAINING UNIFORM** - The physical training uniform currently worn by Escondido Cadet Squadron 714 currently consists of the following items. These are items that can be found at your local sporting goods store (or at the squadron, for the shirts / hats).

Squadron t-shirt (or other plain black shirt)

PT shorts (or sweat pants), dark blue

Tennis / running shoes, well broken in (1 pair)

Athletic socks (1 pair)